

**U.S. MISSION PANAMA
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 15-46**

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOHs) – All Agencies

POSITION: Mail Clerk, FSN-4**; FP-AA*

OPENING DATE: December 21, 2015

CLOSING DATE: January 5, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$25,011 p.a. (Starting salary)
(Position Grade: FP-AA)

**Ordinarily Resident (OR): US\$10,412 p.a. (Starting salary)
(Position Grade: FSN-4)

NOTE: ALL ELIGIBLE FAMILY MEMBER (EFM) APPLICANTS (See Appendix A) DO NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS ATTACHED TO THE APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Panama is seeking eligible and qualified applicants for the position of Mail Clerk in the Embassy Post Office.

BASIC FUNCTION OF POSITION

The incumbent performs a variety of tasks associated with postal operations in a Diplomatic Post Office and Unclassified Mail and Pouch Facility to include pickup, delivery, processing, security screening, and distribution of personal and official mail. Mail facility duties also include the associated clerical and financial transactions necessary to receive and dispatch mail and pouches.

A copy of the complete position description listing all duties and responsibilities is available on the Human Resources website: http://panama.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

NOTE: Although some of the information below has been provided in your application, all candidates must still address each qualification/requirement listed below with specific and comprehensive information supporting each item, on a separate sheet of paper. Failure to do so may result in a determination that the applicant is not qualified.

1. **Education:** High School diploma is required.
2. **Experience:** One year of administrative office, warehousing, customer service, or mail handling experience is required.
3. **Language:** Level II (Limited Knowledge) Speaking/Reading English language is required. Level II (Limited Knowledge) Speaking/Reading Spanish language is required. (Testing will be conducted to determine the qualifications)
4. **Job Knowledge:** Must be familiar with main and alternate routes between the U.S. Embassy and the Tocumen International Airport for transporting mail. Must have knowledge of lifting techniques. Basic knowledge to operate, isolate and trouble shoot minor repairs in reproduction equipment. Must be able to operate a Binding Machine. Basic knowledge of general automotive mechanics is required (change a flat tire, etc.). Basic knowledge of filing systems and sorting schemes for the distribution of mail, phone bills and newspapers is required. Must have a general familiarity with the preparation of AMPS AV-7s (Aircraft Flight Manifest for the consignment of mail) or the ability to learn the procedures for completing this form. Must have a general understanding with mail screening methods to detect contraband, hazardous devices or contaminants. Must learn through on the job training to use computerized programs such as the Mail Handler Database, the Automated Military Postal System (AMPS), the ILMS Diplomatic Pouch and Mail system, and the DPMU Locator and Mail Forwarding Services database. Must be able to learn how to operate postage meters. (Testing may be conducted to determine the qualifications)
5. **Computer Skills:** Must have basic knowledge of Microsoft Office Word and Excel. (Testing may be conducted to determine the qualifications)
6. **Skills and Abilities:** Must be able to handle packages (up to 70 lbs). **Must possess a Panamanian valid commercial driver's license (Type D), a good driving record and at least five years as a licensed driver.** Must be able to drive both manual and automatic transmission trucks. Must possess good customer service skills. (Testing may be conducted to determine the qualifications)

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application, including mentioning USEFM or Veteran status.

HIRING PREFERENCE ORDER:

- 1) USEFM who is ALSO a preference-eligible U.S. Veteran
- 2) USEFM OR a preference-eligible U.S. Veteran
- 3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. **In accordance to U.S. Government Regulations, every incidental GOV operator shall meet a minimum of five years as a licensed driver.**
2. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
3. Current Ordinarily Resident employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed US Citizens EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised position within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested candidates for this position must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website; plus,
2. Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process.

3. All Ordinarily Residents (OR) must provide work and residency permits.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office – Vacancy Announcement No. 15-46

NEC Building # 783

Demetrio Basilio Lakas Avenue

Monday through Thursday from 8:00 a.m. to 12:00 noon

2:00 p.m. to 4:00 p.m.

Friday from 8:00 a.m. to 12:00 noon

or

Via email to: panamaembjobs@state.gov

Subject line: 15-46 - MAIL CLERK

POINT OF CONTACT

Human Resources Office

FAX: (507) 207-7011

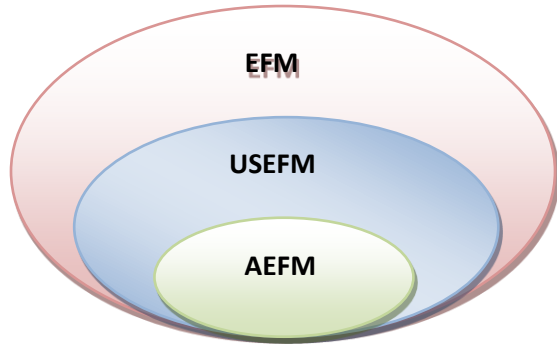
Email address: panamaembjobs@state.gov

CLOSING DATE FOR THIS POSITION: January 5, 2016

The US Mission Panama provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

- 1) **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:
 - U.S. Citizen or not a U.S. Citizen; **and**
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse or same-sex domestic partner when such child is expected to be under legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian; **or**
 - Parent (including stepparents and legally adoptive parents) of the employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
 - Is under chief of mission authority

- 2) **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:
 - U.S. Citizen; **and**
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**

- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3) Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved Form [OF-126](#) of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4) Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form OF-126 of a sponsoring employee.

5) **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Is **not** a citizen of the host country; **and**
- Does **not** ordinarily reside in the host country; **and**
- Is **not** subject to host country employment and tax laws; **and**
- Has a U.S. Social Security Number (SSN).

6) **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.

Cleared:

IPC: MClark

HRO: WWilliams

HRS: MDevega

FMO: MCurtis